



Director, Human Resources

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission is to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

Under the general direction of the President and CEO, the Director, Human Resources, is responsible for the administration, coordination, development, and evaluation of the Human Resources function for CIRM. The incumbent works with the CEO and CIRM Leadership Team, CIRM Team Members, and control agencies to administer a progressive Human Resources program. Responsible for driving initiatives to enhance Human Resource offerings, the employee experience and identify areas to drive greater efficiency. The Director will lead the team that performs needs analysis to identify gaps in areas of compensation, talent, recruiting and change management and partners with Senior Leaders to deliver solutions to meet the needs of their assigned business. The Director must possess a solid understanding of all HR functions and work with leaders and/or HR in areas such as employee relations, compensation, and performance management.

Job Functions

- Serves as the Business Partner and subject-matter expert to the CEO and Leadership team.
- Seeks ways to proactively improve organizational processes and outcomes; implements solutions that are aligned and consistent with HR best practices.
- Leads Talent Management, Succession Planning, and Development Planning for the organization to ensure the ability to attract and retain the best talent.



- Works closely with the CEO and Sr Leadership team to develop and implement best practices for promoting DEI in workplace policy, recruitment, and retention.
- Implements change based on proven change management techniques.
- Applies policies and procedures across organization; interprets both policies and changes to policy and serves as escalation point for questions.
- Develops budget for HR team and assists LT in the development of personnel plans and budgets that are aligned with CIRM's compensation policies and guidelines.
- Oversees and takes leadership responsibility payroll, benefits, and personnel processes, documentation, and compliance.
- Oversees HR team in interactions with state control agencies such as CalPERS, State Controller's Office, California Department of Human Resources (CalHR), and Department of General Services as the contracting agency intercepting CIRM HR payroll and personnel related documents.

Relationship Management

- Facilitates difficult interactions among organizational stakeholders to achieve optimal outcomes; resolves escalated conflicts among stakeholders.
- Builds consensus and settles disputes on HR policy and practice decisions.
- Oversee and lead employee litigation/dispute resolution for assigned business groups.

Business Acumen

- Leads a team who execute HR business strategies to drive key business results; provides guidance on HR matters, partnering with subject-matter experts to develop needed solutions.
- Maintains broad-based knowledge of the organization and its operations; uses knowledge of business and HR metrics to facilitate business decisions.
- Demonstrates working knowledge of the labor market and its relation to organizational success.

Consultation

- Proactively implements business solutions, utilizing HR expertise and perspective; supports managers on HR initiatives.
- Coaches' leaders on HR and business-related issues.
- Ensures solutions are aligned with the agency and advocates for solution implementation.

Leadership

- Provides overall management and leadership to the HR team.
- Ensures the team communicates effectively with managers, directors, and leaders to execute programs, policies, and procedures to drive an engaged and performing organizational culture.



- Implements and delivers solutions and interventions that address issues of retention, change management, employee engagement, and leadership development, partnering with subject-matter experts as appropriate.

HR Insights

- Interprets data and makes recommendations; asks critical questions needed to evaluate data; gathers, analyzes, and presents data to managers and recommends solutions that support the culture and the defined HR strategy.
- Analyzes root causes of work environment issues; manages interventions and solutions in collaboration and cooperation with key stakeholders.

Other Job Responsibilities:

- Initiates and drives the annual performance evaluation process, making recommendations to the President on merit awards, annual raises, and change in responsibilities for all positions.
- Advises the President and other senior staff to address long term workforce planning and problem resolution for CIRM to maximize the Institute's recruitment and retention of high performing staff.
- Partners with senior staff and managers to implement effective management strategies.
- Makes recommendations to senior management for improvement of CIRM's policies, procedures, and practices on personnel matters.
- Creates and provides all mandated and other training related to Human Resources including but not limited to: Ethics, Sexual Harassment Prevention Training, etc.
- Serves as the CalOSHA contact for the department, completing annual reviews and forms as required and ensuring all interpretation and application of the law is applicable to the workplace.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, maintaining records, and representing the organization at applicable hearings.
- Acts as the departmental Equal Employment Officer (EEO) and reports directly to the President and CEO, CIRM on all EEO matters.
- Acts as the CIRM Employee Assistance Program (EAP) Wellness Officer on behalf of the state, utilizing the interpretation and application of these provisions.
- Acts as the Family Medical Leave Act and the California Family Medical Leave Act coordinator, utilizing the interpretation and application of these provisions.
- Acts as the Reasonable Accommodation coordinator, utilizing the interpretation and application of these provisions.
- Acts as the Americans with Disabilities Act coordinator, utilizing the interpretation and application of these provisions.
- Acts as the Conflict-of-Interest (COI) coordinator and provides assistance to the Legal Unit in this area. These responsibilities include performing a biennial review of the COI Code by analyzing proposed changes to the Code, with the Legal unit,



by reviewing filers disclosure categories based on current duty statements and positions, proposing code changes to management, and ensuring the Fair Political Practices Commissions and Office of Administrative Law's procedures are properly followed during the revision process. The COI coordinator sends assuming/leaving office and annual filing notices to State of Incompatible activity (Form 700) filers.

- Contributes to CIRM's Diversity, Equity and Inclusion initiative and ensures best practices as it relates to CIRM HR processes.
- Acts as the State Compensation Insurance Fund (SCIF) coordinator for all workplace grievances, injuries, etc., testifies at all hearings, completes all mandatory reports, and ensures all mandatory notices are posted for employees.
- Acts as the Workers' Compensation coordinator when not in direct conflict with SCIF duties; completes all mandatory reports and works with State SCIF coordinator as negotiator for CIRM.
- Leads special projects as needed related to employee compensation, development of organizational-wide systems, and development of talent management and HR tools.

Supervision Received

The Director, Human Resources, will report to President and CEO.

Supervision Exercised

The Director, Human Resources, will provide general direction to the Human Resources Manager and HR Specialist.

Minimum Qualifications

- B.A. or B.S from accredited university required.
- Advanced Degree preferred. SHRM certification preferred.
- 10+ years of HR or comparable experience, including significant time spent supporting multiple/complex business units in an HR generalist capacity
- 7+ years leading and managing one or more HR professionals
- Demonstrated ability to operate in a complex environment, leveraging internal and external partners to meet the HR needs of the client base.
- Strong facilitation, consulting, relationship-building, influence, negotiation skills, and project management skills.
- Demonstrated business and analytical ability with a proven ability to build relationships and influence different groups
- Demonstrated implementation and execution ability
- Capability to interact with individuals at all levels within the organization.
- Skilled with change processes in complex systems
- Demonstrated conflict resolution skills.
- Strong situational assessment and objective evaluation skills.



- Advanced written, verbal, and interpersonal communication skills

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.
- Hybrid environment working both in the office and at home. In-person attendance of organizational meetings and board, subcommittee, and working group meetings as required.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Salary Range and Benefits

The annual salary range for the Director, Human Resources, position is \$170,000-\$190,000. CIRM offers a competitive compensation package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov (Electronic applications preferred)

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out, or until filled.

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs



P.O. Box 980790
West Sacramento, CA 95798-0790

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Cover Letter
- Resume/CV
- Current version of the State Examination/Employment Application (Std. 678) form. All Experience and Education relating to the qualifications listed for this position should be included to demonstrate how you meet the essential functions of the job.

Application Information

All applicable fields on the State Examination/Employment Application (Std. 678) form must be filled out completely. Resume must be included. Clearly indicate on the Std. 678 form in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement. Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:
Vanessa Singh
Email - jobs@cirm.ca.gov

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the Equal Employment Officer listed below:



- Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt from civil service and considered Excluded for the purposes of collective bargaining.